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Brussels, 14 May 2024

FOR THE ATTENTION OF THE HEADS OF DELEGATION OF THE BOARD OF GOVERNORS OF THE EUROPEAN SCHOOLS

Subject: Vacancy of the post of Head of Unit “Pedagogical Development” in the Office of the Secretary-General in Brussels with effect from 1st of September 2024

Dear Madam,

Dear Sir,

The post of Head of Unit “Pedagogical Development” in the Office of the Secretary-General in Brussels is vacant as from 1st September 2024.

The post is foreseen for a seconded member of staff, to be appointed by a decision of the Secretary General. The post is not allocated to one particular Member State. All Member States, as well as the Commission, can put forward candidates.

A job description which gives further details of the post is attached to this letter.

I am therefore writing to invite national delegations of the Board of Governors as well as the European Commission to advertise the post, if they wish to propose candidates, and to forward suitable applications to the Secretary-General.

The candidates' file must consist of a cover letter and Curriculum vitae (in “Europass format”) and contain the following information:

- date of birth,
- civil status,
- educational background and qualifications,

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Telephone: direct line +32 (2) 8952 615.

<http://www.eursc.eu>

E-mail: OSG-Secretary-General@eursc.eu

- professional experience,
- knowledge of languages (to be documented and assessed on the basis of the Common European Framework of Reference for Languages self-assessment grid produced by the Council of Europe),
- special abilities, skills and achievements.

Official documents that must be attached to the Curriculum Vitae are the following:

- copies of diplomas, certificates and other evidence of formal qualifications,
- an official document testifying that the candidate has no criminal convictions which would be incompatible with the post,
- a medical certificate attesting to the candidate's physical capacity to perform the function.

Candidates should **send their applications to their own delegation** in the first place, and **not** directly to the Secretary-General.

I have to underline that those delegations proposing candidates are asked also to confirm that:

- **they would be willing to second the successful candidate for a minimum of three years and**
- **that they would be willing to continue to pay the national salary for the period of the appointment.**

I should be grateful to receive your nominations **no later than 14 June 2024**. If you require any further information, please let me know.

Yours faithfully,



Andreas Beckmann
Secretary-General of the European Schools

cc Members of the Joint Board of Inspectors
Members of the Budgetary Committee
Directors of the European Schools

**HEAD OF THE PEDAGOGICAL DEVELOPMENT UNIT
OFFICE OF THE SECRETARY-GENERAL OF THE
EUROPEAN SCHOOLS.**

JOB DESCRIPTION

Requested profile:

- University degree at a Master's level.
- Teaching degree.
- Extensive knowledge in pedagogy. Expertise in fields such as:
 - Plurilingualism
 - Curriculum development
 - Quality assurance
 - Assessment
- Leadership and management experience in education organisations.
- Very good communication skills.
- Very good ICT and Education Technology skills.
- Knowledge of languages: Working competence in 2 of the 3 following languages: English, French, German. One at C1 level, the other at B2 level (minimum required levels according to the Common European Framework of Reference for languages).

Assets:

- Experience in educational policy writing.
- Experience in international educational organisations.
- Knowledge of the European Schools' System.
- Experience in the organisation of large-scale in-service training events.
- Additional knowledge of EU languages.

Job description:

The Head of the Pedagogical Development Unit (PDU) will manage all the activities carried out by the Pedagogical Development Unit, under the overall responsibility of the Deputy Secretary-General and the Secretary-General of the European Schools. The Head of the Pedagogical Development Unit will need to cooperate closely with the other Heads of Units at the Office of the Secretary-General and with the Boards of Inspectors.

The Pedagogical Development Unit deals with the organization and support of all inspectors' activities and contributes significantly to:

- Teachers' continuous professional development online.
- Promoting good practice in digital teaching and learning and in the use of Education Technology.
- Pedagogical innovation.
- Educational policy writing.

The activities of the PDU focus mainly on the following areas:

1) Concerning the activities of the Inspectorate:

- Preparation of the meetings of the Board of Inspectors (Primary), the Board of Inspectors (Secondary), the Joint Board of Inspectors and the Joint Teaching Committee and their follow-up.
- Overall management of pedagogical working groups.
- Overall management of in-service training courses.
- Coordinate and ensure implementation of pedagogical Quality Assurance.

2) Professional development and pedagogical support to schools (European Schools and Accredited European Schools) and the inspectors

- Production and coordination of Continuous Professional Development activities for educational staff.
- Producing diverse documents such as educational policy documents, memoranda, guidelines, information notes, etc. to support teaching and learning.
- Production of statistical analyses and reports on various pedagogical topics.

Moreover, the Head of the Pedagogical Development Unit also manages all activities in the Unit, such as:

- Planning, budgeting, and reporting on all the Inspectors' activities.
- Planning and budgeting of statutory and extraordinary visits by Inspectors.
- Whole school inspections support (WSI).
- Production of statistical analysis reports for the areas of competence.
- Drawing up of sets of rules and of administrative procedures associated with the Inspectors' activities.
- Drawing up of sets of rules and of administrative procedures associated with the Pedagogical Development Unit.
- Ensuring the necessary follow-up with respect to rules and procedures.
- Planning, budgeting, and maintenance of the set of syllabuses for all subjects and levels.
- Support on handling of administrative and contentious appeals against the decisions of the Class Councils and pedagogical decisions.
- Other tasks entrusted by the Deputy Secretary-General or the Secretary-General.

Conditions of service

The conditions of service are fixed by the Regulations for Members of the Seconded Staff of the European Schools, available at www.eursec.eu. The basic monthly starting salary would be € 6.496,00 up to € 7.820,04 (scale 2), rising in two-yearly steps to a maximum of € 9.127,35. Family and other allowances are payable in addition on broadly the same basis as for officials of the EU.

The post-holder will be seconded and will continue to receive his or her national salary, which will be deducted from the above amounts. An adjustment to the European salary will be made, either by addition or deduction, so that the total net salary will be in line with the tax rates applicable to EU officials. A deduction is made equivalent to the "special levy" payable by EU officials.

Following the satisfactory completion of an initial probationary period of one year, the appointment may be confirmed on either a fixed-term or a permanent basis.

The post is based in Brussels. Relocation expenses are payable.

Application procedure

Applications should be **addressed to the relevant seconding authorities in the first place** who will forward them, if suitable, to the Secretary-General of the European Schools using the following e-mail addresses: OSG-SECRETARY-GENERAL@eursc.eu and OSG-SELECTIONS-MANAGEMENT@eursc.eu.

Candidates should **not** apply direct to the Secretary-General.

The seconding authorities will fix the closing date by which they must receive applications from candidates. The closing date by which the seconding authorities must forward applications to the Secretary-General is **14 June 2024**.

Further information

Further information can be obtained from the Deputy Secretary-General of the European Schools (OSG-DEPUTY-SECRETARY-GENERAL@eursc.eu) or the Head of the Human Resources Unit (OSG-HEAD-HUMAN-RESOURCES@eursc.eu).